


## KEIGHLEY TOWN COUNCIL

Mrs Anne L Wilson  
Locum Clerk to the Town Council  
12<sup>th</sup> July 2018

Keighley Civic Centre, North Street  
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**YOU ARE HEREBY SUMMONED TO ATTEND** an extraordinary meeting of the Human Resources Committee which will be held in the **VICTORIA MEETING ROOM**, Keighley Civic Centre on Wednesday 18<sup>th</sup> July at 6.00pm.



Locum Town Clerk

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### COMMITTEE MEMBERSHIP

Town Mayor  
Deputy Mayor  
Councillor Thorne

Councillor Adams  
Councillor K. Akthar  
Councillor Shaw – Vice-Chairman

\*Committee Terms of Reference are contained within the Scheme of Delegation.

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### ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Committee Chairman's discretion
- Any member of the public shall not speak for more than five minutes
- In the event of more than three members of the public wishing to address the Council, the priority will be determined by the Chairman, based on subject matter
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting, though the Chairman may direct that a written response will be provided subsequent to the meeting.

### RECORDING

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

## **AGENDA**

### **1. Fire safety Announcement**

### **2. Apologies for absence**

Members are asked to receive apologies of absence for this meeting.

### **3. Election of Chairman**

Following the resignation of Councillor Anayat from the Committee and in turn the role of Chairman Members are asked to elect a new Chairman of the HR Committee for the ensuing municipal year 2018 – 2019.

### **4. Election of Vice – Chairman (if required)**

Members are asked to elect a new Vice-Chairman of the HR Committee for the ensuing municipal year 2018 – 2019 if required.

### **5. Declarations of Interest**

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

i) Declarations of Interest from Members

ii) Declarations of Interest from Officers

### **6. Public Question Time and Participation**

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

### **7. Minutes**

Members are asked to confirm the minutes of the meeting held on Monday 19<sup>th</sup> June 2018.

Copy attached

### **8. Date of next meeting**

The date of the next meeting of this committee will be Tuesday 9<sup>th</sup> October 2018 at 6.00pm in the Brigg Room, Keighley Town Hall unless due to the nature of the business to be transacted extra-ordinary meetings of this committee are required.

## **9. Exclusion of Public and Press**

**RECOMMENDED** That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest

## **10. To consider the staffing structure of the Council**

Members are asked to consider the implementation of the replacement and new staffing posts as agreed at the Extraordinary Town Council meeting.

Report and paperwork to follow.